

LOCAL AREA CHILD SUPPORT PHONE NUMBERS:

**Apache County/
Coconino County
DCSE Flagstaff Office**
(928) 527-0924
Toll Free:
(800) 517-7365

**Cochise County
Child Support Services
of AZ**
(520) 432-3161
Toll Free:
(866) 358-0616

**Gila County
Attorney’s Office
Child Support Division**
(928) 425-4464

**Graham County
Safford DCSE Office**
(928) 428-6648

**Greenlee County
Safford DCSE Office**
(928) 428-6648

**La Paz County
Attorney’s Office**
(928) 669-6469

**Maricopa County
DCSE Offices:**
(602) 252-4045
Toll Free:
(800) 882-4151

**Mohave County
Kingman DCSE Office**
(928) 753-3134

**Navajo County
Attorney’s Office**
(928) 524-4018

**Navajo Nation
Department of Child
Support Services**
(520) 674-2300

**Pima County
Tucson DCSE Office**
(520) 622-7000

**Pinal County
Attorney’s Office**
(520) 868-6615

**Santa Cruz County
Child Support Services
Of Arizona**
(520) 761-4787

**Yavapai County Child
Support Services of
Arizona**
Cottonwood:
(928) 639-3131
Prescott:
(928) 771-1090

**Yuma County
Yuma DCSE Office**
(928) 539-1998

Under the Americans with Disabilities Act (ADA), the Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. For example, this means that if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. This document is available in alternative formats by contacting (602) 252-4045.

**Department of Economic Security
Division of Child Support
Enforcement**



**UNDERSTANDING
THE DISTRIBUTION
OF YOUR
CHILD SUPPORT
PAYMENT**

Equal Opportunity Employer/Program
Disponible en español.

CSE-1055APAMNA (11-02)

UNDERSTANDING THE DISTRIBUTION OF YOUR CHILD SUPPORT PAYMENT

This pamphlet is designed to help you understand how your support payments will be distributed. Support payments are ***distributed*** to obligations (debts). Support payments are ***disbursed*** to a person or a state. For information on how support payments are disbursed, please see the information contained in Understanding the Disbursement of Your Child Support Payment.

Federal and state law determines the distribution of support payments. The distribution of support payments is based on the monthly court ordered amount of support.

How is my support payment processed?

All support payments in Arizona must go to the *State Disbursement Unit* (also known as the Clearinghouse) unless the court decides differently. The State Disbursement Unit (Clearinghouse) accepts all support payments, which are then distributed as required by law.

How is my support payment distributed?

All support received by the State Disbursement Unit (Clearinghouse) is first applied to the current amount of support due for the month in which the payment is received.

There are two exceptions to this rule. First, when an employer deducts the support amount from an employee's pay check it may not be received in that same month. Therefore, when the employer submits the support payment for the employee, the employer must show the pay period from which the payment was deducted. That support payment is credited to the month in which the pay period occurred. For example, when an employer deducts the support payment for the pay period of June 16th to June 30th and the payment is received by the State Disbursement Unit in the beginning of July, that support payment is credited to the amount owed in June.

The second exception is when an Internal Revenue Tax Refund intercept is received. All IRS Tax Refund intercepts must be used to pay arrears first.

These are the only exceptions permitted by federal and state law. All other support payments must be used first to pay the current support due for the month in which the payment is received.

I am paid every two weeks and my employer deducts my support payment from my pay check but the amount of arrears that I owe seems to grow larger. Why is this happening?

Your court order requires that a monthly amount of support is paid every month. If you receive a pay check every other week (or weekly), your employer may not be sending the full monthly amount you were ordered to pay for each month. Some employers multiply the court ordered monthly amount by twelve and divide that amount by the number of paychecks that you will receive. This will result in the underpayment of your monthly support ten months of the year and the overpayment of your monthly support in two months of the year. During the ten months that your employer does not submit the full court ordered monthly amount, your obligation will accrue arrears and interest for the full court ordered monthly amount.

You can ask your employer if it is possible to change your support deduction so that it will be for the full court ordered monthly amount. If your employer cannot make this change, you are still responsible for sending the full monthly amount ordered by the court. You can send your own payment for the amount that is not deducted by your employer in a month. This will prevent arrears and interest from accruing.

I am self-employed and send my support payments to the State Disbursement Unit. How can I make sure my payments are distributed correctly?

In order to make sure that your support payments are correctly distributed you must be sure to include your name and ATLAS case number or court order

number on your check. This will ensure that your support is applied to the correct case.

Be sure to mail your support payment so that it will be received for the month in which it is due. Allow appropriate mailing time for the payment to be received by the State Disbursement Unit.

I receive monthly support payments but they do not arrive on the same day every month. When can I expect to receive my support payments?

All support payments that are correctly identified will be mailed to you two business days after the payments are received. Please allow appropriate mailing time for the payment.

I don't want to receive my support payments through the mail. Is there another way to receive my support payments?

Yes. You may have your support payments directly deposited into your bank account. For information on how to have his done, contact your local Division of Child Support Enforcement office.

I am moving soon. What should I do to make sure that I still receive my support payments?

Be sure to notify the Division of Child Support Enforcement (DCSE) as soon as possible when you are going to change addresses. Support checks may not be forwarded to another address and instead are returned to the State Disbursement Unit. When support checks are returned, the law only allows us 120 days to find you. If we cannot find you, your support payments may be returned to the obligor/non-custodial parent.

I do not believe that I received the support collected on my behalf. What can I do?

You can request an administrative review within 30 business days after the date of your monthly/quarterly notice of collections. You will need to request the administrative review in writing from the Division of Child Support Enforcement, P.O. Box 40458, Phoenix, Arizona 85067. Once your request has been received, an acknowledgement

will be sent to you within ten business days. The acknowledgement may ask you for additional information needed to complete the review. A final determination will be sent within 30 business days of the date of the acknowledgement of your request or 10 business days after receipt of the additional information.